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THE

ECONOMIST'S

STYLE

MANUAL

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THE
ECONOMIST'S
STYLE
MANUAL

Economic Analysis Branch
Office of the Chief Economist
Department of Economics and Development
DECEMBER, 1967




INTRODUCTION

This style manual provides a handy reference to help prepare reports and publications in the Office of the Chief Economist. It encourages uniformity in the form and content of reports.

The rules given here are fundamental and indisputable rules of good English. In areas where there are no established rules, we have selected generally accepted styles after consulting publications on modern, correct English usage.

The manual is intended to be a quick and easy guide rather than an all-inclusive reference. We intend to make additions as other areas of difficulty become apparent and we invite suggestions about rules that might be included.



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PUNCTUATION

COMMA

Use a comma to separate a series of three or more words, phrases or clauses.

She is brilliant, irresistible, and charming.
OR She is brilliant, irresistible and charming.

The comma after the second item may be omitted unless it is necessary to make the sense clearer.

There were blue, green, red and black flags.

Does this mean there were red flags and black flags, or flags which were red and black?

Use a comma to set off clauses having independent subjects and verbs. But in short compound sentences you may omit the comma.

Firms will not find inventories piling up on their shelves, nor will they find sales so brisk as to force them to produce more goods.

Economists agree with the principle but politicians disagree.

Enclose parenthetical expressions and dates with commas.

The best way to see a country, unless you are pressed for time, is to travel on foot.

Please be assured, sir, of our fullest cooperation.

Wednesday, July 4, 1966.

The expressions etc., that is, and for example are parenthetic too.

Letters, packages, etc., should go here.

Non-restrictive clauses or phrases must be set off by commas. These are clauses that do not define or identify the preceding noun but add something to the sentence.

The Thousand Islands, which are owned mainly by rich businessmen, are close to Gananoque.

The bill, which had been opposed last year, was passed unanimously today.

Set off an introductory adverbial clause with a comma.

Although the article has been delayed, the book will still be published on time.

When articles are delayed, it is difficult to publish the book on time.

Use a comma to set off an adverb or adverbial phrase either at the beginning of a sentence or within a sentence.

Two miles on, the road is worse.

To save expense, accounts should be kept in order.

Words like however, nevertheless, which were always enclosed within commas, are today often used without commas especially in short sentences.

This does not mean however that the project was a failure.

It is therefore assumed that items (a) and (b) are available to other provinces too. (therefore not enclosed by commas)

It is assumed therefore that items (a) and (b) are available too. (commas optional)

Use a comma to set off contrasted words or phrases.

He bought his furniture at Eaton's, not at Simpson's.

In modern writing the practice is to use as few commas as possible and they are often left out where the sentence would still make sense without the commas.

Dates: On Feb. 12, 1959 the new election will be held. (no comma after 1959)

The CBC program will not be broadcast until September 1966. (no comma after September)

Titles: Billy Budd Jr. will be at the Embassy tonight. (no commas after Budd and Jr.)

Still penniless, Gauguin went to Arles in the South of France to live with his friend Vincent Van Gogh. (no commas after Arles, France and friend)

The comma is not used between two main clauses unless the clauses are joined by: and, but, for, or, nor, yet. The proper punctuation mark between main clauses is the semicolon.

Theorists and analysts differ on many aspects of the effectiveness of monetary policy, and they always will. (comma optional)

Theorists and analysts differ on many aspects of the effectiveness of monetary policy; they always will. (semicolon, not comma)

The comma is left out today before a clause beginning with that or who.

The true meaning is so uncertain and remote that it is never sought.

Subscribers to MacLean's who also buy Chatelaine will get a discount rate.

SEMICOLON

This is very effective in showing the connection between related statements and ideas. It provides a longer pause than the comma, and prevents the too-abrupt break of a period.

It is a perfectly wonderful ensemble. Its style is robust; its cut is impeccable; its colour is heavenly.

The semicolon is used to separate main clauses not joined by a coordinating conjunction.

Children begin by loving their parents; as they grow older they judge them; sometimes they forgive them.

However, if the clauses are very short and are alike in form, a comma is permissible.

Man proposes, God disposes.
Some people liked it, more didn't.

It is used to separate a series of clauses and phrases that are already punctuated by commas.

The following people were present: Ape Butler, the psychiatrist; Billy Doe, the economist; Rare Seed, the sociologist; and Fred Leather, the geographer.

It is used to emphasize one of three main clauses in a sentence.

The plans have been made, and the staff has been chosen; now we are ready to begin.

COLON

Use a colon to show the connection between two sentences when the first builds up to the second.

A broken home is not necessarily an indicator of poor mental health: a greater proportion of mental patients come from intact homes than from broken homes.

In some cases the executive carries out most of the functions: in others the delegation is much more extensive.

Sometimes the sentence before the colon contains a word like question or conclusion.

The question is: should the provinces opt for more shared-cost programs?

In modern usage the verb is sometimes left out of the sentence before the colon.

The theory behind the prescription: blood clots form in the arteries that nourish the heart muscles.

Use a colon to precede an explanation or to introduce a list, series or quotation. The best modern usage is the colon only, not the colon and the dash (for example, :-).

News reaches a national newspaper from two sources:
the news agencies and its own correspondents.
(explanation)

Tentatively it can be seen to deal with: inter-provincial tax and expenditure differentials as they involve policy conflicts, industrial location and competitiveness, and consultation and coordination.
(list)

A gentleman of our day is one who has money enough to do what every fool would do if he could afford it: that is, consume without producing. (explanation)

Use a colon to emphasize an appositive.

Most newspapers anticipated the budget: an increase in taxes.

The first word after the colon used to be capitalized if the words following the colon formed a complete sentence. Today, however, it is often written in lower case because a capital spoils the effect of the colon. Also, the words namely, the following and for instance are implied before a colon, so they are not written out.

DOTS
(or ellipses)

Do not use dots unnecessarily. They are used to indicate that words have been left out of a quotation. Three dots are used in the middle of a sentence, but four are necessary at the end of a sentence - three to indicate missing words and a fourth to bring the sentence to a full stop.

QUESTION MARK

Only direct questions need question marks; indirect ones do not.

The Opposition asked the Prime Minister whether he wished to make a statement.

I am writing to ask you whether you have filed your income tax forms.

DASHES

These are used mainly to emphasize non-restrictive parenthetical or appositive expressions.

The total commitment of the three levels of government - federal, provincial and municipal - is about \$7 million.

There is just one thing wrong with our elevator - it stops at every floor.

Use dashes to set off a non-restrictive modifier that contains internal commas.

The Wiseman's Dictionary - first published, I believe, in 1897 - will be reprinted by Oxford University Press.

Dashes may be used to improve double preposition sentences.

Research was undertaken in the attitudes to - and techniques of - the control of foreign investment in other countries.

This covers the responsibility for providing the fullest possible range of information on - and interpretation of - the control of foreign investment in other countries.

HYPHEN

Hyphens should not be confused with dashes. Hyphens are used to form compound words that are not accepted as single words, but the trend today is to use as few hyphens as possible. No definite rules can be set down for the use of hyphens; however, if one particular style is used, it should be used consistently.

Use a hyphen to join two or more words serving as a single adjective before a noun.

rural-urban study
long-run arrangements
high-cost and low-cost agreements
federal-provincial conferences

An adjective preceded by an adverb should not be hyphenated, especially when the first word is an adverb ending in -ly. However, many words like 'well-known' have been hyphenated by long usage and it is correct to use a hyphen between them.

No hyphens constitutionally determined provisions
 specially designed program
 provincially assisted plan
 the newly appointed ambassador

Hyphens the well-bred child

Use a hyphen with prefixes self-, all-, ex-, mid-.

ex-mayor	all-encompassing
self-conscious	all-important
self-addressed	mid-week

A hyphen is also used with prefixes joined to proper nouns.

post-Renaissance
pro-German
anti-Chinese

The hyphen is NOT used with compounds with anti, bi, inter, intra, multi, non, post, semi, re, sub, trans, tri, under, over and up, when the words formed are widely used.

anticlimax	reorganization	nongrowth
biculturalism	anticyclical	nonproductive
interrelationship	postgraduate	intrastate
interprovincial	subcommittee	nonresident
semiannual	triservice	readjust
transcontinental	subaccount	overestimate

Exceptions are words of more than one meaning where the hyphen is used to clarify the meaning.

re-cover	re-formation	re-sign
re-treat	re-create	re-count
co-respondent	re-mark	re-join

The hyphen is used to avoid an ambiguous or awkward union of letters. However, words so common that they are familiar at a glance, should be used without the hyphen.

coeducational	cooperate
coefficient	coordinate
coessential	reallocation
coexist	copartner

Words which still take the hyphen:

re-enter
pre-eminent
pre-empted
co-signatory
co-authorship

If a second prefix like un or non is added to the hyphenated word, the hyphen is placed after the second prefix and not before the first one.

Avoid writing unco-ordinated.
A better form is un-coordinated or uncoordinated.

Also, never write unself-conscious.
The correct form is un-selfconscious or
unselfconscious.

Avoid separating a pair of hyphenated words, so that one hyphen is left in mid air.

Over- and under-compensation.

It is better to say over-compensation and under-compensation.

Use hyphens to form compound numbers from twenty-one through ninety-nine. When fractions are used as adjectives they are hyphenated but the hyphen is not required when the fraction is used as a noun.

a one-half share
a two-thirds majority

BUT two thirds of the group

PARENTHESES

These are used to insert an illustration, explanation, definition, or an aside remark into a sentence that is logically complete without it. Parentheses should be used sparingly and only where a greater emphasis than that given by commas and dashes is needed. They should not be used to insert material that properly belongs in the body of the sentence. Nor should they be used to insert information that should be put in a separate sentence.

A memorandum (six copies of this memorandum are enclosed for the information of this Board) has been issued to management committees.

The above example shows an incorrect use of parentheses. The examples below show how parentheses can be used to make a point effectively.

Blackburn was a famous character, but, unlike many such characters, he had no flaw in him; he was hungry for neither notoriety nor money. (Indeed, he gave away in his lifetime something like fifty thousand dollars to the poor.)

Rising living standards (resulting from advertising and the invention of new products) may shift up the consumption schedule.

His discussion of fiscal policy (pp. 121-138) has aroused great interest.

Punctuation for sentences containing parenthetical expressions:

The sentence is punctuated as if the expression were absent, and if punctuation is needed, it follows the closing parenthesis. The sentence within the marks is punctuated as if it stood by itself.

The director has approved our report (Publication No. 333); it will be released this week.

He declares (and why should we doubt his good faith?) that he is now certain of success.

At the end of a sentence containing parentheses the period is placed outside the bracket. (However, if a complete sentence is contained in the bracketed material, the period is placed inside the bracket.)

The new director speaks three languages (English, German, and French).

The new director speaks three languages. (He is fluent in English, German and French.)

APOSTROPHE

Use the apostrophe with an -s to form the possessive singular of nouns.

Charles's friend
Burns's poem
Oxford University's Ashmolean Museum

Exceptions to the above are the possessives of ancient proper names ending in -es and -is, and such forms as for conscience' sake. When two or more names joined by and are represented as joint owners of something, generally the last name alone takes the apostrophe.

Ontario and Quebec's agreement to finance the
Ottawa Valley project is eagerly sought.

The apostrophe alone is used to form the possessive of a plural noun ending in -s.

provinces' decision
states' legislatures

However, if the noun itself is plural, then use 's.

children's, men's, women's

Apostrophes should never be used with personal pronouns to form possessives. Thus write hers, its, theirs, yours, oneself.

Canada will keep its agreement with the NATO
nations.

'Its' must not be used with an apostrophe unless it means 'it is.'

QUOTATION MARKS

These are used mainly for direct quotations and are generally preceded by a comma or colon.

Mark Twain says, "A classic is something that everybody wants to have read and nobody wants to read."

Quotations introduced by that are regarded as indirect discourse and are not enclosed in quotation marks.

Quotation marks are used before each paragraph of a series of quoted paragraphs, but after only the final paragraph.

"He said
.....

"However, ...
.....

"We hope, therefore,
....."

Quotation marks are not used when a quotation is indented and single-spaced on a page. All quotations longer than three typed lines should be indented.

Although Canada has had one of the highest rates of net migration in the twentieth century, internal net migration has been far greater than international net migration.

Single quotation marks are used to enclose a quotation within a quotation.

The new Democratic leader said, "Remember President Kennedy's words 'Ask not what your country can do for you but what you can do for your country'."

Use quotation marks to set off titles of articles, names of plays, etc., but underline names of books and newspapers.

"Textiles" is the third chapter in A Century of Industrial Development in Ontario.

Quotation marks must not be used to enclose colloquialisms or slang words. The best rule is to avoid slang words; if they must be used, do not put them in quotation marks.

Then their partnership was incorporated and they went public. (no quotation marks)

The new policy seems pretty reasonable.

Quotation marks are often used to enclose words which are emphasized or which refer to something which has to be explained. In such a case single quotation marks should be used.

'Bay Street attitudes'
'government economics'
'openness' of the Ontario economy
'manpower economics'
rural-urban 'fringe'

Quotation marks with other marks of punctuation:

The comma and period are placed inside the quotation marks whether or not they are part of the quoted material. Even when the comma or period should be logically outside the marks, typographical usage today requires that they be placed within quotation marks.

"Ivanov," "Annie Get Your Gun," and "The Hostile Witness," were all shown at the O'Keefe Centre.

"I wonder," he said, "if we will ever finish it."

In his Estimates Speech the Provincial Treasurer remarked: "The work has gone beyond the ordinary functions of the Treasury Department ... it is in the interest of this branch that it should be set up as a separate department."

The question mark, exclamation, and dash are placed inside the quotation mark when they apply to the quotation and outside when they do not.

He asked, "Do you plan to attend the meeting?"

Why do you say, "Why should we live"?

(In quotations the word sic in brackets is used to indicate that a mistake or peculiarity in the spelling or grammar appears in the original work.)

MECHANICS OF FORM

NUMERALS

It is now commonly accepted to spell out numbers under 10 and to use figures after nine. However, if a sentence starts with a number it should be spelled out.

For the first three months as a whole, however,
Ontario housing starts increased.

None of the 11 designs submitted has any originality.

Twenty-five new paintings have been bought by the
National Gallery.

Use figures for all decimals, percentages, mathematical and technical statistics.

The result was a favourable export balance of \$33.8
million compared with one of \$6.3 million one year
later.

The Ontario Hydro $6\frac{1}{2}\%$ bond of 1989 is quoted today
at a bid price of \$95 to yield 6.86%.

Use figures for page, serial, or chapter numbers. Street numbers
and dates should also be written in figures.

The 25-page policy statement "Design for Development"
was introduced by the Prime Minister on April 5, 1966.

Use a comma with figures in thousands and write out million instead
of adding zeros.

Housing starts in April in Ontario centres of
5,000 population and over totalled 3,047
dwelling units.

Ontario's manufacturing shipments rose to a level of \$1,489.2 million in February.

Per cent: the preferred style is to write it as two words (per cent), unless used in stock market quotations where % is acceptable.

Billion: in North America means 1,000 million.

FOREIGN WORDS

Foreign words which have become part of the English language and are readily understood should not be italicized. It is better to avoid using too many foreign words and to use the English rather than the Latin word, unless the Latin word is particularly suitable.

The following words need not be italicized (or underlined in type-written text).

ad hoc	liaison
ad infinitum	milieu
ad lib	par excellence
apropos	per annum
bona fide	per capita
camouflage	per se
carte blanche	précis
communiqué	prima facie
consensus	pro and con
cul-de-sac	pro rata
elite	rapport
entrepreneur	rapprochement
erratum, errata	reconnaissance
et cetera	résumé
ex officio	status quo
exposé	versus
facade	vis-à-vis

Exceptions: 'a posteriori' and 'a priori.' These are still italicized so that the Latin 'a' is not confused with the English indefinite article.

Plurals of Foreign Words: The trend today is to use the English rather than the foreign plural of words in everyday language. However, the foreign plural is retained for scientific journals.

		<u>English Plural</u>	<u>Foreign Plural</u>
appendix	-	appendixes	(appendices)
bureau	-	bureaus	(bureaux)
focus	-	focuses	(foci)
formula	-	formulas	(formulae)
genius	-	geniuses	(genii)
index	-	indexes	(indices)
minimum	-	minimums	(minima)
nucleus	-	nucleuses	(nuclei)
syllabus	-	syllabuses	(syllabi)
ultimatum	-	ultimatums	(ultimata)

Use Foreign
Plural only

Exceptions are:

basis	bases
criterion	criteria
curriculum	curricula
medium	media
thesis	theses

ABBREVIATIONS

Write out the names of organizations, movements or departments the first time they are used, and use initials for subsequent references. In abbreviations of government divisions and of agencies, unions, associations, etc., there are no periods or spaces.

DBS	ODC	OEC
OSC	OER	NRDC
ARDA	OSR	NES

In tables and charts, abbreviate Department to Dept. if space is needed.

The correct abbreviations for that is and for example are: i.e. and e.g.

Number can be abbreviated to either No. or no. (except when used as a noun).

CAPITALS

Titles of books, magazines, acts, bills, codes, plays, etc., should be capitalized. Capitalize the first word and all others except unimportant prepositions and articles.

The Elements of Style
Ten to One: The Confederation Wager
The Second City

However, the is often left in lower case especially when referring to a newspaper.

the Toronto Daily Star
the Financial Times
the British North America Act

Capitalize titles when they precede names. When titles come after the name they should be in lower case unless they refer to a person of high distinction.

Prime Minister Pearson
Professor Paul Fox
Judge Paul Dickson

BUT Paul Fox, professor of political science

AND Lester Pearson, Prime Minister of Canada

Common nouns used as an essential part of the proper noun are capitalized.

Bloor Street
General Motors Corporation
Lake Ontario
Upper Canada
Pacific Coast

However, the common noun is not capitalized if the term is used in the plural.

the Atlantic and Pacific oceans
Chrysler and General Motors corporations
Regional Development and Economic Analysis branches
departments of Health and Municipal Affairs

Capitalize names of historic events or epochs.

the Depression
World War I

Do not capitalize prefixes and suffixes used with proper nouns.

ex-Mayor Whitton
ex-Premier Frost

Correct capitalization demands that the meaning and given context of each word be carefully noticed. Thus a word may appear as a proper noun in one sentence, and then be used in the same paragraph in a general sense so that it is not capitalized.

The Minister of Economics and Development will meet finance ministers from other provinces to discuss fiscal policy.

The Province of Ontario (meaning the men who constitute the government) favours the use of French in some government publications.

The Government (meaning Government of Ontario) plans to promote the new research centre at Sheridan Park.

The province of Ontario (meaning the geographic area) is enriched by hundreds of lakes.

Capitalize words like province, government, minister, act, bill, when they refer to a specific person or institution; when they do not, use the lower case. The word Cabinet, however, is always capitalized because it refers to a specific body. Thus write 'Cabinet minister' for a general reference and 'Cabinet Minister' for a specific reference.

the Government
government departments
Corporation Control Act of 1945.
government corporations
borrow money from the Treasury

WORD USAGE

MISTAKES COMMONLY MADE IN WORD USAGE

Many words in the English language are either spelled almost alike or pronounced alike with the result that they are frequently misused. Then there are words that are similar in meaning but should not be used as synonyms for each other. A list of commonly misused words is given below with examples showing their correct usage.

ACHIEVE: implies successful effort. It should not be considered the equivalent of getting or reaching or doing.

She achieved a 75 per cent average in her Grade 13 examinations.

BUT This is done (not achieved) by using special high-gain antennas pointed toward the transmitter.

ADVISE: means to give counsel. Avoid over-using advise to mean write, tell, or inform.

I regret to advise you that we have no vacancies at present. (better word is inform)

Would you please advise the Committee that no lots are available. (notify or tell are better words)

The Board would like to advise members that there will be a meeting tomorrow. (better word is tell)

BUT I would advise you to take the Imperial Oil offer because it seems to have more opportunities for progress.

AFFECT AND EFFECT: to affect is to influence while to effect is to bring about or accomplish.

Labour mobility is affected by portable pension schemes.

Compulsory school attendance was effected by the new government.

AFTERWARD, AFTERWARDS: interchangeable forms of same adverb.

ALLUSION and ILLUSION:

Allusion means indirect reference.

Illusion means an unreal image.

ALTERNATELY and ALTERNATIVELY: alternately means by turns and alternatively means in a way that offers a choice.

John and Peter were asked to work on the machine alternately.

All seven of the children had managed to answer over the air a prodigious number of alternately deadly-bookish and deadly-cute questions with a freshness that was considered unique in commercial radio.

The provinces partake in shared-cost programs; alternatively they can opt out of shared-cost programs and ask for more revenue from personal income taxes.

ALTERNATIVE: this must imply a choice between two or more things. Otherwise use other, new, revised, or fresh.

WRONG The Minister regrets that he will not be able to hold the conference arranged for March 15. Members will soon be informed of alternative arrangements. (correct word is new)

RIGHT Since Flight 781 has been cancelled and there are no trains to Claxton the Minister has no alternative but to wait until Thursday.

APPRAISE and APPRISE: appraise means to set a value on (e.g. appraise property), and apprise means to inform.

APPRECIATE: (Try to avoid over-using this.) Never use appreciate with a that clause.

WRONG I appreciate that there has been considerable delay in replying to your request. (correct word is realize)

RIGHT I appreciate your problem and I will try my best to help you.

A PRIORI and PRIMA FACIE: a priori rests on assumed axioms and not on experience; prima facie rests on first impressions before hearing fully the evidence for and against.

Logically, we should await the answers to many of the questions raised before making a positive recommendation. However, prima facie, there is sufficient evidence that the project should be a fruitful one.

AS WELL AS: is used as a conjunction, not a preposition.

RIGHT You were late as well as I.

WRONG You were late as well as me. (as well as used as a preposition instead of a conjunction)

RIGHT The Minister has to prepare the budget as well as draft the questions.

WRONG The Minister has to prepare the budget as well as drafting the questions. (used as a preposition)

The strict meaning of as well as is and not only. The phrase should not be used to mean simply and. Note that as well as, when used as a conjunction between two singular nouns, requires a singular verb.

Ontario as well as Quebec is now ready to sign the agreement.

The phrase should never precede a sentence.

WRONG As well as being cheap, the new trains are the fastest in the province. (used as a preposition)

RIGHT Besides being cheap, the new trains are the fastest in the province.

OR The new trains are the fastest in the province and the cheapest.

AUGER and AUGURS: an auger is a tool; augurs means predicts or anticipates. (The verb augurs is considered somewhat old-fashioned today.)

COMPARE: to compare to is to point out or imply resemblances between objects that are considered different. To compare with is mainly to point out differences and resemblances between objects that are regarded as being similar.

Compared to Kapuskasing the winter in Toronto is mild.

The new section is understaffed compared with Section X.

COMPLAIN: complain about, not complain against.

COMPRISE: literally to embrace.

The Office of the Chief Economist comprises six branches.

But the six branches do not comprise the Office of the Chief Economist. They constitute the Office.

Comprise and Include: comprise is better when all the components are enumerated; include when only some of them are.

DISINTERESTED: means impartial, not uninterested.

DOUBT: this requires 'whether' after a positive statement and 'that' after a negative one.

I doubt whether the bill was passed.
I have no doubt that the bill will be passed.

ENHANCE: means heighten or increase. It does not mean advance.

ET CETERA: literally means and other things. The use of etc. is incorrect at the end of a list introduced by 'such as' or 'for example.'

FARTHER and FURTHER:

Farther is used for distance.
Further is used for time or quantity.

FEASIBLE: means practicable or possible. It does not mean probable.

FIRSTLY: in an enumeration of 1stly, 2ndly, 3rdly, it is right to use either: first, secondly, thirdly; or firstly, secondly, thirdly; or just first, second and third.

FORGO and FOREGO: forgo means to go without; forego means to precede.

IMPLY and INFER: your friend implies and you infer what he implies.

INCLUDE: refers to some part of a whole. It should not be used when a complete list is given.

LESS and FEWER: less refers to degree or quantity, fewer to numbers.

less commotion - fewer headaches
less income - fewer reductions

MAJORITY: should be reserved for occasions where there is a difference between majority and minority. Otherwise use most.

METICULOUS: suggests that carefulness is overdone. It should not be treated as a synonym for scrupulous.

OUTLINE: does not always mean describe. It means to sketch the main features or general principles only.

PHASE: means stage or transition, e.g., last phase. It must not be confused with aspect or topic.

POSTULATE: means assume, claim, take for granted. It should not be used instead of state or base.

He postulated (should be based) his theory on the law of averages.

PRESENTLY: means soon, not now.

REALISTIC: should not be used instead of sensible, practical or feasible.

REASON: does not take because, on account of, or is due to. The correct word is that.

WRONG The reason for our success is largely due to unselfishness. (change sentence structure)

WRONG The only reason he came first is because all the others had very low marks.

The reason is that he is not suitably qualified.

REFLECTS: means to show something indirectly. It is not a synonym for shows.

TOWARD, TOWARDS: are equally acceptable.

TRANSPIRE: means to become known. It does not mean to happen or occur.

RIGHT After the testimony of the final witness, the details of the gruesome mystery transpired.

WRONG Your letter arrived at my office while I was in Glasgow, attending what transpired to be a very successful series of meetings.

UNDERWAY: preferred as one word.

WASTE and WASTAGE: waste is useless expenditure or consumption. Wastage is loss by use, decay, or evaporation.

The daily wastage of a reservoir is 50 gallons.

WORTH WHILE: strictly applicable only to actions.

RIGHT Is it worth while to walk?

WRONG John Joe's books are not worth while.

HOW TO AVOID SUPERFLUOUS WORDS

Reduce clauses to phrases or adjectives when the clause is not needed to clarify or emphasize.

Men who exhibit great skill - skilful men.

He is a man who is very orthodox - is an orthodox man.

It is a subject that fascinates everybody - this subject fascinates everybody.

Avoid using abstract nouns with adjectives where the adjective alone is quite sufficient. Words which should be avoided are: character, basis, description, nature, disposition, proposition, factor.

Decentralization on a regional basis is now a generally practical proposition. (generally feasible)

Acts of a hostile nature - hostile acts.

Acts of a charitable character - charitable acts.

She is of a mean disposition - she is mean.

His Harvard degree was an important factor in his getting the job. (helped him to get the job)

His main task is to work with his staff on an individual basis. (with individual staff members)

Sometimes, however, abstract nouns are necessary to make the meaning of a sentence clear and changing the sentence around may change the meaning.

His Harvard degree was the great factor in his getting the job.

If the above sentence is changed around, the meaning might be misleading.

He got the job because he had a Harvard degree.
(attributes too much importance to the degree)

His Harvard degree helped him get the job.
(attributes too little importance)

Vague adjectives of intensification like considerable, appreciable and substantial are too popular and should be avoided.

This is a subject of considerable importance -
an important subject.

It is better to reserve adjectives and adverbs to make the meaning of a sentence more precise rather than more emphatic. In the examples below the words intelligence, economic and imminent have a definite meaning whereas quality, acute and real do not.

intelligence of the opposition - better than the
quality of the opposition.

economic crisis - better than acute crisis.

imminent danger of defeat - better than real
danger of defeat.

Similarly, adverbs such as unduly, relatively and comparatively should be avoided unless something has been mentioned to give a standard of comparison.

Ontario's recent addition, a new refinery at Oakville owned by Shell Canada Limited, is comparatively advanced in design. This operation will contribute substantially to the objectives of the national oil policy.
(Comparative to what?)

Other words to guard against:

necessarily
inevitably
incidentally
specific
particular
definitely
positively

Adjectives which add nothing to the meaning of a sentence should be avoided.

true facts (all facts are true)
active consideration (your file is under)
definite decision
integral part
essential condition (or prerequisite condition)

Leave out redundant words or words which are like dead wood in a sentence.

As to whether - whether

But which - but

But it must be remembered, however - use either but
or however

Consensus of opinion - consensus

Conservative estimate - low estimate (unless you
mean cautious estimate)

Easily accessible - accessible

Enclosed herewith are - enclosed are

End product (or result) - product (or result)

He was graduated - he graduated

He will take steps to - he will

I have no doubt but that - I have no doubt that; OR
I know that

If and when - use either if or when

If you would have - if you had (the use of if
implies the 'would')

So as to - to

The report stressed the point that - the report
stressed that

Unless and until - until

Whether or not - whether

Avoid long variants of words which have an accepted shorter form.

administrate - administer
assertative - assertive
experimentalize - experiment
limitation - limit
preventative - preventive
transportation - transport
utilize, utilization - use

Over-used Phrases

a sufficient number of - (enough)
afford an opportunity - (allow)
along the lines of - (like)
at some future date - (soon)
at the present time - (at present) (now)
at your earliest convenience - (soon)

experience or suffer inconvenience
explore every avenue

for all intents and purposes
from the point of view of - (viewpoint)
from the standpoint of

in the case of - (for)
in the course of - (during)
in the event that - (if)

in the first instance
in the last analysis
in the near future - (soon)
in the neighbourhood of - (near) (about)
in the way of

of the first magnitude - (great)
on the grounds that - (because)
on the part of - (of) (from)

part and parcel

thanking you in advance
the foreseeable future - (soon)
to be recipient of - (to get)
to the effect that

until such time as - (until)

with a view to - (to)
with reference to - (about)
with the exception of - (except)

SUGGESTED ALTERNATIVES FOR OVER-USED WORDS

Good style means using precise words. Sometimes smaller words fit situations better than longer ones even though the longer ones sound more formal and dignified and have almost the same meaning. In civil service reports many words are needlessly over used, because these words seem essential in describing situations or policies. It is perfectly legitimate to use these words. But sometimes another word would be more precise or it would add some freshness to the text by preventing repetition.

A list of commonly over-used words is given below with suggested alternatives (which are not necessarily synonyms):

ACCELERATE:	speed up;
ACCORDINGLY:	therefore, so, that is why;
ACHIEVE:	do, accomplish, get;
ACQUAINT:	inform, tell;
ACQUIRE: (procure)	get, obtain;
ANTICIPATE:	expect;
APPRECIATE:	understand, realize, recognize, be grateful, be obliged;
APPROPRIATE:	right, suitable, proper, fitting;
APPRISE:	inform;
ASSIST:	help, aid;
ATTRIBUTABLE:	due, because of;
CHARACTERIZED:	called;
COMMENCE: (initiate, inaugurate)	begin, start;
CONCERNING:	about;
CONCLUDE: (terminate, finalize)	end;

CONSIDER: (deem)	think;
CONSTITUTE(S):	is or are;
CONSTRUCT: (fabricate)	make;
DECREASE:	cut, fall, drop, shorten, lessen;
DELINEATE:	draw, describe;
DESIRE:	wish;
DETERMINE, (determination):	set, test, figure out;
DETRIMENT, DETRIMENTAL:	damage, harm, harmful;
ELECT:	choose, opt for;
ELICIT:	get, bring out, draw forth;
ELIMINATE:	leave out, cut out, drop, stop, end;
EMANATE:	come, arise;
EMBRACE:	hold, contain, take in, take up, comprise;
EMPHASIZE:	stress, underline;
ENDEAVOUR:	try;
ENTAIL: (involve)	need, cause, necessitate, result, call for;
EXPEDITE:	help, speed up;
EXPENDITURE:	expense, cost;
EXPERIENCE:	go through, have;
FACILITATE:	ease, help, aid;
FACTOR:	fact, cause, feature, issue, element, consideration;
FINALIZE: (terminate, conclude)	end;

FOREGOING:	this or these;
FUNDAMENTAL:	real, basic;
HEREBY:	now;
HERETOFORE:	up to now, until now;
HEREWITH:	with this, now; (or leave out the word)
IMPEDE:	hamper, hinder, stop;
IMPLEMENT, (implementation):	carry out, set up, fulfil;
INAUGURATE: (initiate, commence)	begin;
INTEGRATE:	join, combine, amalgamate;
INVOLVE:	mean, deal with, be mixed up with, create, include, complicate, entangle; (should be used only where there is a suggestion of complication)
LIMITED:	few, small, inadequate;
MAJOR:	important, chief, main, principal;
MAJORITY:	most;
MATERIALIZE:	happen, occur, come about, take place, work out, come up;
MAXIMIZE:	raise, increase;
MINIMIZE:	underestimate, lower, cut down, underrate;
MOTIVATE, MOTIVATION:	try, cause, reason;
NEVERTHELESS:	but;
NONEXISTENT:	absent, there are no, unknown, imaginary;
OCCUR:	happen;
OPTIMUM:	best ('optimum' should only be used for the product of conflicting forces unless it is used as an economic term);

OVERALL:	comprehensive, total, whole;
PERTAIN:	about, concern;
POSSESS:	have;
PRACTICALLY:	almost, nearly, all but, virtually;
PREDICATED:	based;
PREDOMINANTLY:	mainly, chiefly;
RATIONALE:	theory, thinking, reason, basis, ground, plan;
STATED:	said;
SUBSEQUENTLY:	later, after that;
SUBSTANTIAL PORTION:	large part;
SUBSTANTIAL:	big, great, large, good, heavy, much;
TERMINATE, TERMINATION:	end;
TRANSMIT:	send, forward;
UTILIZE, UTILIZATION:	use;
WHEREAS:	while.

GENERAL RULES ON STYLE

NUMBER

Collective Words: In referring to collective words like government, parliament, committee, and department it is best to use the singular verb. Be sure that the singular verb is consistently used and any pronouns used are singular too.

The Department of Economics and Development has announced that their program ... (wrong use - should be 'its')

There has evolved a series of rules and procedures which have worked to maintain consistency in the taxing operations of the 11 governments in Canada.

In the example above 'has' is used because it refers to a series, while 'have' is used because it refers to rules and procedures.

Either, Neither: these must always have a singular verb.

Neither patience nor honesty is rewarded.

However, if the elements of a compound subject are joined by or or nor, the verb agrees with the element closer to it.

Neither the provinces nor the federal government agrees to assume the responsibility. (singular)

The federal government or the provinces pay the cost. (plural)

Each: this takes a singular verb unless it is used in a sentence where it is not the subject of the verb following it.

Two governments, federal and provincial, each assert that they have the right to personal income tax.

The subject of 'assert' is 'two governments,' not 'each.' This sentence could be changed around to:

Each of the two governments, federal and provincial, asserts that it has the right to personal income tax.

Data: is plural and should have a plural verb.

The data for the table are available.

BUT One of the data is available.

The singular, datum, is rarely used so that 'one of the data' is more common than 'a datum.' Unlike data, agenda and per capita take singular verbs because both agendum and per caput are considered archaic.

Number: If the word is used as a part of a composite plural subject, then it is plural.

A large number of people were present.

But when 'number' is used as a subject, it takes the singular verb.

The number of promotions was surprising.

The number of new arrivals is large.

A simple rule to remember is: preceded by the number is singular; preceded by a number is plural.

Less, Fewer: less means 'a smaller amount of' and fewer 'a smaller number of.' Less takes a singular noun and fewer a plural noun.

less courage
less manpower
less opportunity
less experience

fewer restrictions
fewer men
fewer opportunities
fewer tax deductions.

However, less can be used with a plural noun if the noun is considered to be a singular of indefinite amount.

He pays less taxes to the government. (taxes considered singular)

less troops; less clothes; less restraints

The tendency today is to use less when lower, smaller or slighter might be better words.

He pays less rent. (a lower rent is better)
That is of less value. (a lower value)

Error Caused by One:

WRONG Ontario is one of 10 provinces that has its own legislature.

RIGHT Ontario is one of 10 provinces that have their own legislatures.

In the example above, the subject is provinces, not Ontario.

PARALLEL CONSTRUCTION

This is a very important principle in sentences where you list a number of items or events.

WRONG His work will entail identifying and the delineation of new problems in his branch.

In the example above identifying and delineation are not parallel.

RIGHT His work will entail the identification and delineation of new problems in his area.

WRONG This would affect the economy to a
 ~~greater~~ or ~~less~~ degree. (should be
 greater or lesser degree)

In government reports it is often necessary to list a number of points, arguments or items. When such points are listed, they must be grammatically parallel and each one should be complete in itself.

The Government of Ontario therefore proposes that:

1. Medical services will be available and that the Civil Service Health Service will provide facilities for diagnoses.
2. Assistance will be given to the employee to rehabilitate himself.
3. Supervisors will be trained to identify the early signs of problem drinking.

The responsibilities of the Committee include:

1. Identifying, describing, and documenting local problems.
2. Making recommendations for additions to or changes in departmental policy.

If each item in a list is not complete in itself but depends for its meaning on some word or phrase in the introductory statement, then misunderstandings might occur.

There are no definite statistics to prove that:

Ontario has the highest standard of living in Canada.
Ontario has more university graduates, per capita.
Ontario has more industry than Quebec and British
Columbia combined.
Ontario has a large female labour force.

The person reading the above paragraph might forget that all these statements are not facts. A better way to introduce the list of

statements would be by changing the position of that.

There are no definite statistics to prove:

That Ontario has the highest standard of living
in Canada.

That Ontario has more university graduates per capita.

That Ontario has more industry, etc.

ACTIVE AND PASSIVE VOICE

In an active sentence the subject does something, while in a passive sentence the subject has something done to it.

Economists write reports. (active)

Reports are written by economists. (passive)

Active sentences read better and add clarity, vigour and directness to prose. Passive sentences are useful in cases where the person or object receiving the action is more important than the person or object performing the action.

The committee questioned Prime Minister
Pearson.

BETTER: Prime Minister Pearson was questioned
by the committee.

However, where possible, use the active voice rather than the passive.

PASSIVE	ACTIVE
is insisted upon by	- insists upon
every effort is being made by us	- we are making every effort
it cannot be said to be	- it is not
it has been made possible	- it is possible

Impersonal Passives: these include words like it is thought, it is believed, it is felt, etc., and they are handy in government correspondence but they should not be used unnecessarily.

It is hoped that contributions will be forthcoming.
(We hope...)

Double Passives: these should definitely be avoided.

Within a few months the procedure will be attempted to be organized. (...attempts will be made to organize the procedure)

Many passengers are feared to have been killed.

TENSES

Keep to one tense in summaries of books, articles or reports: preferably the present. In summarizing an essay or a speech do not over-attribute words and ideas to the author by a constant use of he said, he stated, the author believes, etc. Note that in the example below the present tense is used throughout the quoted material.

D.C. Creighton's thesis is that the intentions of the Fathers of Confederation are being seriously distorted by Quebec's 'quiet' revolutionaries. These people are using the sophisticated revolutionary approach to history, which tries to discover in the past a new meaning which will justify the demands of the moment.

SPLIT INFINITIVES

No set rules can be given about splitting infinitives. Adverbs like really, truly and ever seem to sound much better if they are

placed between the 'to' and the 'verb.'

After some hesitation he started to really appreciate the help being given him.

It will be hazardous to completely rewrite the BNA Act in order to get a new constitution.

We shall try to better equip our forces in future.

Our aim is to further improve relations with our neighbours.

Without reading Samuelson it is impossible to fully understand Marshall.

In some sentences the adverb sounds stilted if it is placed before the word 'to' and should be placed after the infinitive; in others, the meaning of a sentence can be changed by changing the position of the infinitive.

WRONG The author fails explicitly to differentiate between the two theories. (the adverb should come after differentiate)

WRONG I would like formally to give my resignation. (adverb should come after resignation)

WRONG The time to get this bill passed is when the amount paid by the provinces to the municipalities is very largely to be increased. (adverbs should come after increased)

The practice of splitting compound verbs is perfectly acceptable. It is not wrong to put an adverb between any auxiliary and part of a verb. In fact, the proper and natural place for an adverb is often between parts of a compound verb, especially when the adverb and verb have a noun-adjective relationship.

The minister said he was seriously considering asking the Cabinet to delay the proposed plan. (serious consideration)

These changes have completely transformed Izmir's traditional society. (complete transformation)

If you object to splitting infinitives, rephrase the sentence but don't write a stilted sentence by trying to adhere to rules.

COUNTRIES

Formerly all nations were considered feminine and referred to as she and her. The modern system is to use it, its, and itself.

Canada has stated that it will sell wheat to Russia and China.

India wants to build nuclear weapons to protect itself from possible aggressors.

WHOSE - WHICH

There used to be a strict rule that 'whose' applied to animate objects and 'which' applied to inanimate objects. However, this strict rule often creates an awkward sentence structure, so the trend is to disregard it where necessary.

Authors whose books are famous...
Books the authors of which (whose authors) are famous...

This again is a new field the development of which (whose development) is of great advantage to all the new branches.

There are many words whose essential function is to express the speaker's strong opinion.

WHICH - THAT

'Which' introduces a non-defining clause and 'that' a defining clause. In other words, if a sentence makes sense without the which clause, use which; if it does not, use that. The best rule is to avoid both words where possible.

It is principally the surge in prices of construction goods and foods during the past six months that has brought us to a high level over last year.

We seek to develop industry that has the capacity to sustain itself in the face of competition.

These sentences would not make sense without the sentence introduced by the that clause. However, the sentence below is complete without the which clause.

The Ontario Economic Review, which has a circulation of about 3,000 copies, is published by the Economic Analysis Branch.

In many sentences both that and which can be omitted and a participle or simply a comma used instead.

Steel production was 818,000 tons, which was
an increase of 2,170 tons over September.
(delete which was)

This means there will be a wave of new marriages
that will raise the number of households from
5.1 million to 7.5 million. (substitute raising
for that will raise)

WHO - WHOM

Who is in the subjective case and whom in the objective. This means that the clause introduced by 'who' has who as the subject whereas the clause introduced by 'whom' has another subject.

The economists (who have been chosen) are reliable.

The economists (whom the directors have chosen) are reliable.

In the first sentence 'who' is the subject but in the second sentence 'the directors' form the subjective and 'whom' is in the objective case. (Directors have chosen what? - reliable economists.) 'Who' may be considered to be in the same category as 'that' as a defining relative, and 'whom' with 'which' as the non-defining relative for persons and things.

RIGHT The premiers who asked for increased federal aid were mainly from the smaller provinces.

WRONG Your reviewer, whom I suspect does not like this book, has been very thrifty in his praises.

The object of 'suspect' is 'that he does not like the book,' not the reviewer.

RIGHT Your reviewer who I suspect does not like this book has been very thrifty in his praises.

RIGHT These are the people whom we think you should ask.

We think what? - that these are the people you should ask.

In modern usage 'who' is often used instead of 'whom' and is acceptable in conversation especially when the relative is used as an interrogative.

Who was the boss referring to?

(instead of)

To whom was the boss referring.

WHETHER - IF

Whether implies the question 'which of the two?' If means 'on the condition or supposition that.'

The Board does not know whether the bill will be passed. (bill may or may not be passed)

Whether introduces an indirect question with an alternative. It is thus used after 'to doubt,' 'to be uncertain,' and after a phrase such as 'the question arises.'

The question arises whether the recent price increases haven't increased inflationary pressures.

Do not use the phrases whether or not and as to whether.

Whether his claim was true or not was not known.
(or not unnecessary)

There used to be a prejudice against using if to mean whether but this is so widely done today that it cannot always be considered wrong.

The secretary asked if we had signed our weekly attendance forms.

LIKE - AS

'Like' is an adjective governing nouns and pronouns; before phrases and clauses the correct word is 'as.'

WRONG He spoke like he had been an orator all his life. (substitute as if for like)

WRONG The retail price of corn cannot reach a prohibitive figure like the price of peas has. (like should be as)

The word governed by like must be a noun or pronoun, not an adverb or adverbial phrase.

RIGHT They are creative like artists.

WRONG The meeting today, like yesterday, was attended by all the members. (like modifies the adverb yesterday)

In comparative statements the noun or pronoun used with like must relate directly to the word it is compared with.

RIGHT Like Ontario, it was a growing province.

WRONG Like the Maritime provinces, the fish industry in France flourishes.

In the first sentence the word governed by like (Ontario) compares with it. In the second sentence the Maritime provinces do not compare with the fish industry.

RIGHT As in the Maritime provinces, the fish industry in France flourishes.

AND - BUT

The use of 'and' and 'but' at the beginning of a sentence is now permitted. A sentence beginning with 'and' generally adds a quick,

short, extra detail to a list, series, or to points of discussion. When 'and' is used at the beginning of a sentence, do not put a comma after it as you would after 'however.'

Behind the protection of the tariff wall we have become one of the most advanced industrial nations in the world. And we have achieved this level with just 20 million people.

In the area of trade, one of the principal reasons for this failure is the complex and restrictive tariff structure that surrounds the industrialized countries. And Canada is no exception.

WORD PLACEMENT

Both: When you use 'both' to join two words, phrases or clauses, the first word, phrase or clause must be grammatically paralleled by the second.

WRONG Both in Ontario and Quebec

RIGHT Both in Ontario and in Quebec

In the examples below both is misplaced.

WRONG The Committee agreed to reject the proposed site both from the viewpoint of cost and location.

The simplest correction is to place both immediately in front of cost. This would provide one noun (cost) after both and another (location) after and.

RIGHT The Committee agreed to reject the proposed site from the viewpoint of both cost and location.

Not Only: This is used in conjunction with 'but also.' The proper placement of 'not only' follows the same principle as 'both': proper

parallelism. That is, the part of speech following 'not only' is the same following 'but also.'

WRONG The Minister not only wanted the draft
 but also the final copy.

In the sentence above 'not only' is followed by a verb (wanted) and 'but also' by a noun (copy). The verb should be placed before 'not only.'

WRONG Immigration of skilled workers not only
 is filling existing job vacancies but it
 is also improving the quality of the
 labour force.

In the sentence above 'not only' is followed by a verb (is filling) and 'but' by a pronoun (it). Delete 'it is.'

However: This should throw contrasting emphasis on the preceding word, phrase or clause. It should therefore be placed immediately after the word or phrase it is meant to emphasize.

WRONG Mr. Johnson and Mrs. Graham both saw
 the revised blueprints; it was he who
 noticed the changes, however.

Here, 'however' wrongly places emphasis on 'changes' instead of 'he.'

RIGHT Mr. Johnson and Mrs. Graham both saw
 the revised blueprints; it was he, however,
 who noticed the changes.

Only: For positioning 'only' ask the question, "What does it actually modify?"

WRONG Five members were present only.

RIGHT Only five members were present.

FOOTNOTES AND BIBLIOGRAPHIES

Footnotes

Since there are many different ways in which footnotes may be written, and since there is no consensus on any one way, we have decided to select the style used by the Humanities Research Council of Canada.¹ Footnotes are used to identify quotations and borrowed ideas, and to give further explanations that, although relevant, are not absolutely essential to the trend of thought.

Footnote Form

The numbers of footnotes are written in Arabic numerals with no parentheses or periods. The footnote number follows immediately without a space and is placed one-half space above the text. It is not on the same line or a full space above it. In lengthy works each chapter has a separate set of footnotes beginning with number one, but in shorter works divided into sections, or not divided at all, footnotes run in a series from the beginning to the end. Footnotes should be placed at the bottom of the page and should not be below the one-inch margin. They should be typed in single space and separated from the bottom line of the text by one full space and by a solid line running from margin to margin.² There should be a full space between two footnotes. A very long footnote may be carried over to the next page, but if this is done the break should not come at the end of a sentence.

¹Roy M. Wiles, Scholarly Reporting in the Humanities (3rd ed.; Toronto: University of Toronto Press, 1965).

²Do not draw half a line, and be sure that there is enough space at the bottom of the page to accommodate the footnote.

REFERENCES TO BOOKS AND PAMPHLETS

First Reference

The first time a reference is made to a book or pamphlet it is advisable to give full details about the book even if it is listed in the bibliography. For further references a shortened form is acceptable.

The following details should be included in the first reference:

- (a) The author's name (initials first), followed by a comma: R.M. Wiles,
- (b) The title of the book, underlined, followed by a comma: Scholarly Reporting in the Humanities,
- (c) The name of the editor or translator (if any), preceded by 'ed.' or 'trans.' and followed by a comma;
- (d) The edition number (if not the first), followed by a semicolon: 3rd ed;
- (e) The name of the place of publication followed by a colon: Toronto:
- (f) The name of the publisher, followed by a comma: University of Toronto Press,
- (g) The year of publication followed by a comma: 1965,
- (h) The volume number in capital Roman numerals (if the edition used has more than one volume), followed by a comma;
- (i) The number(s) of the page(s) referred to preceded by 'p.' or 'pp.' and followed by a period: pp. 17-39.

Items (d), (e), (f), and (g) may be enclosed within parentheses so that the complete footnote reads:

- ¹
R. M. Wiles, Scholarly Reporting in the Humanities (3rd ed; Toronto: University of Toronto Press, 1965), pp. 17-39.

(If parentheses are used, delete the comma after the title.)

Subsequent References

For subsequent references the simplest form is to give the author's surname (no initials), a shortened form of the title, the volume number (if any), and the page number.

Wiles, Scholarly Reporting, p. 25.

If you list both the author's surname and the title, then no confusion arises if references are being made to two authors with the same surname.

REFERENCES TO NEWSPAPERS, PERIODICALS AND GOVERNMENT DOCUMENTS

First Reference

- (a) The author's name (initials first) followed by a comma: Frederick Nossal,
- (b) The title of the article, followed by a comma enclosed in double quotation marks: "Focus on Sarawak,"
- (c) The title of the periodical, underlined, followed by a comma: The Globe and Mail,
- (d) The place of publication (if this is not made clear in the title): Toronto,
- (e) The date of issue: (September 24, 1966),
- (f) The number of the page or pages to which reference is made, followed by a period: p. 7.

The complete reference to a newspaper article would thus read:

Frederick Nossal, "Focus on Sarawak," The Globe and Mail, Toronto (September 24, 1966), p. 7.

If reference was being made to the Toronto Star, the place of publication would be omitted.

When you refer to an article from the Canadian Journal of Economics and Political Science, the volume number has to be given in capital Roman numerals, but the place of publication is omitted.

Vladimir Salyzyn, "The Competition for Personal Savings Deposits in Canada," Canadian Journal of Economics and Political Science, XXXII, No. 3 (August 1966), 327-337.

The abbreviations p. and pp. are omitted before the page numbers if the volume number is given. The title of a well-known periodical like the Canadian Journal may be abbreviated to: CJEPS.

In footnotes for government publications the name of the department or branch takes the place of the name of the author.

Ontario, Department of Economics and Development, Ontario: Economic and Social Aspects Survey, 1961 (Toronto: Queen's Printer, 1961), p. 71.

Subsequent References

For subsequent references to articles in newspapers and periodicals, the simplest method is to follow the same rule used for books and pamphlets.

Reston, New York Times, p. 11.

Clarkson, CJEPS, p. 24.

Ontario, Economic Survey, 1961, p. 14.

Use of Ibid. and Loc. cit.

Many scholars use ibid., op. cit., and loc. cit. for subsequent references but these are now passing out of use for it is much simpler to give the author's surname (with or without a short form of the title) and the page number. However, ibid. and loc. cit. are useful in certain cases. If you refer to the same author on the same page of your typed report and there are no intervening footnotes, then ibid. (literally in that same place) seems more appropriate.

Samuelson, p. 87
Samuelson, p. 89
Samuelson, p. 187

BETTER Samuelson, p. 87
Ibid., p. 89
Ibid., p. 187

Also, if you just refer to one author throughout your report, then ibid. can be conveniently used because no confusion would result. Loc. cit. is useful if you refer to the same page of the work of the same author on the same page of your report and there are no intervening footnotes.

Rostow, p. 97
Ibid., p. 97
Ibid., p. 200

BETTER Rostow, p. 97
Loc. cit.
Ibid., p. 200

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Series of Tables

M.C. Urquart, K.A.M. Buckley, eds., Historical Statistics of Canada (Toronto: Cambridge University Press, 1965), Series A215, p. 21.

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Robert M. Will, Canadian Fiscal Policy, Staff Study No. 17, Royal Commission on Taxation (Queen's Printer: Ottawa, 1965).

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David C. Smith, Incomes Policy: Some Foreign Experiences and Their Relevance for Canada, Economic Council of Canada, Special Study No. 4 (Queen's Printer: Ottawa, 1966), p. 61.

USEFUL ABBREVIATIONS FOR FOOTNOTES

chapter	- ch. or chap. plural: chs. or chaps.
compiler; compiled by	- comp.
editor(s); edited by	- ed.; eds.
enlarged by	- enl.
manuscript(s)	- MS; MSS
number(s)	- No(s). or no(s).
page(s)	- p.; pp.
revised by	- rev.
volume(s)	- 3 vols., <u>but</u> Vol. III

BIBLIOGRAPHIES

A bibliographical listing should contain enough information to make a work easily identifiable. Bibliographies are written in alphabetical order according to the authors' surnames. If you desire to use abbreviations for titles of periodicals and books or for the names of libraries and government departments, then a list of these abbreviations in alphabetical order should be given at the beginning of the bibliography. Each entry in a bibliography should be single spaced and the second and subsequent lines indented four spaces from the left margin.

Bibliography Style

Each entry should include:

- (a) The author's name, surname first. (If there is more than one author, then the names of the other authors are written in regular order.)

Erhlich, Eugene, and Daniel Murphy. The Art of Technical Writing. New York: Bantam Books, 1964.

- (b) The full title of the book or pamphlet, underlined.
- (c) A note naming the editor, translator, compiler or reviser, if pertinent.

Hurt, Peyton. Bibliography and Footnotes: A Style Manual for College and University Students. Revised and enlarged by Mary L. Hurt Richmond. Berkeley and Los Angeles: University of California Press, 1949; reprinted 1955.

- (d) Designation of the series, if necessary.

Esdaile, A. A Student's Manual of Bibliography. Library Association Series of Library Manuals I. 2nd ed. London: Allen and Unwin, 1932; reprinted 1958 (in Canada: Thomas Nelson, Toronto).

- (e) The number of volumes, if more than one.

Turberville, A. S., ed. Jonson's England: An Account of the Life and Manners of His Age. 2 vols. Oxford: Clarendon Press, 1933.

- (f) The edition or impression used, if not the first.
(see example d)
- (g) The place of publication: if many branches of the same publisher are listed, use the city where the head office is located. (see example c)
- (h) The publisher's name in shortest form.
- (i) The date of publication: if the date cannot be traced, indicate that fact by using 'n.d.' (no date).

Articles in periodicals are listed in the same form as in footnotes but the author's surname is listed first and the punctuation between items differs. Books and articles that have no author are listed by the title, and government publications by the department.

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Hay, Keith A. J. "Early Twentieth Century Business Cycles in Canada," CJEFS, XXXII, no. 3 (August 1966), 354-365.

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Industrial Relations Centre. Domination or Independence: The Problem of Canadian Autonomy in Labour-Management Relations.
Sixteenth Annual Conference. Montreal: McGill University, 1965.

Canada, Department of Labour. Working Conditions in Canadian Industry, 1964. Ottawa: Queen's Printer, 1965.

(For detailed information on the correct way to list bibliographies, read: Peyton Hurt, Bibliography and Footnotes: A Style Manual for College and University Students.)

SPELLING

The OER, like the Canadian Journal of Economics and Political Science, follows the Concise Oxford Dictionary style in spelling. A few rules will be given for preferred spelling but these are by no means complete.

-ABLE and -IBLE: When -able and -ible are added to verbs ending in a mute 'e' which have a soft 'g' or 'c' as the consonant before the 'e' the vowel is retained but it is dropped in other cases.

	changeable	noticeable
	enforceable	peaceable
	knowledgeable	pronounceable
	manageable	acknowledgeable
BUT	desirable	sizable
	likable	usable
	recognizable	notable
	-ABLE	-IBLE
	advisable	accessible
	commendable	comprehensible
	comparable	feasible
	debatable	feasibility
	dependable	irresponsible
	inconceivable	irreversible

MUTE 'e' WITH 'dg' ENDINGS: Standard British and American usage supports the shorter form for words like 'judgment' although the Concise Oxford Dictionary retains the mute 'e.' Both forms are acceptable. However, if you choose to write 'judgment' without an 'e' do not write 'acknowledgement' with an 'e' in the same paragraph.

Preferred: judgment
acknowledgment
abridgment

DOUBLE CONSONANTS: these are used in the OER. Do not follow American usage.

acquitting
cancelling
jewellery
labelled
referring
traveller

-ISE and -IZE:

Always with -ISE

advertise
advise
comprise
compromise
devise
enterprise
exercise
exorcise
improvise
revise
supervise
surmise
surprise

Preferred with -IZE

authorize
capitalize
characterize
civilize
emphasize
equalize
harmonize
italicize
legalize
materialize
minimize
modernize
monopolize
realize
recognize
specialize
standardize
subsidize
summarize
utilize
visualize

(All the above -IZE endings are preferred by the Concise Oxford Dictionary.)

-ER and -OR:

advertiser	administrator
consumer	competitor
manufacturer	donor
promoter	educator
subscriber	governor
	legislator
	spectator
	sponsor
	supervisor

Exception: adviser - advisor are both correct, but always write advisory.

-MME ENDINGS: the preferred form for words ending in 'mme' is to omit the last two letters.

diagram
program
radiogram
telegram

(The COD still lists program with the -mme ending but lists diagram, radiogram and telegram with one 'm'; we prefer a consistent use of one 'm'.)

-T and -ED: some verbs that had an alternative -t ending, are now generally spelled with an -ed.

dreamed
leaned
leaped
learned
spelled
spoiled

(Authority: Fowler's Modern English Usage)

-ENT and -ANT:

attendant	confident (unless you mean confidant)
defendant	consistent
resistant	dependent
significant	independent
tolerant	prominent

-RE: the COD prefers the -re ending to the -er.

centre
theatre

-OUR: spell words with the -our ending.

behaviour
endeavour
honour
labour

ONE WORD OR TWO?

anyone or any one
altogether (meaning completely)
all right (always two words)
every place
every time
foresee
foretell
insofar
nowadays
wherever
whichever

TITLES AND QUOTATIONS FROM AMERICAN PUBLICATIONS: if quotations are taken from American periodicals, the spelling in the quotations should not be changed. The same rule applies to titles of books, periodicals and articles.

U. S. Department of Labor
Bureau of Labor Statistics

FREQUENTLY MISSPELLED WORDS

accommodate	grievance
accurately	hypocrisy
accustomed	immediately
achievement	indispensable
advantageous	irresistible
agreeable	manufacturer
all right	messenger
analyse	ninety
analysis	occasionally
benefiting (benefited)	omission
commission	overrun
committing	parallel
committed	participle
comparable	permissible
compelling	preceding
comptroller	privilege
conscientiousness	procedure
consensus	proffering
continuing	questionnaire
cooperate	receipt
corollary	recognizable
correlate (correlating)	recommendation
counsellor	regrettably
deferring	resistance
definitely	severally
disappear	skilful
disciplinary	summarized
dissimilar	supersede
drily	transferring
embarrass	transference
endeavour	treasurer
enlightening	underlie (not underly)
enrol	underlying
extraordinarily	underway
floatation (of bonds)	unnecessarily
focused	unparalleled
forty	until
fulfil	visibility
grammatically	withholding

A FEW POINTS ON HOW TO HELP TYPISTS

1. Don't abbreviate words in the hand-written copy unless you want them abbreviated. If you do want them abbreviated write the abbreviation the way you want it typed: OER, Dept., or B.A.
2. The same rule applies for capitalization.
3. Indicate whether you want headings and subheadings underlined, capitalized or centred.
4. Make sure that all your marks of punctuation are clear. Typists are often confused about the difference between hyphens and dashes - so make sure that there is a distinction.
5. If items are listed within a paragraph indicate how you want them to be numbered. For example: 1. (1) (1) 1); or A. (a) and a).

A FEW PROOFREADERS' SIGNS

- ¶ = new paragraph
- ∩ = transposed letters
- ⌒ = close up space
- # or | = leave space
- ^ = letter, word or punctuation mark omitted
- ⊙ = insert period
- ⊘ = insert colon
- ⌋ = insert comma
- ⌋ = insert semicolon
- / or l.c. = lower case
- ≡ = capitalize
- ~~ee~~ = delete letter or word
- ← or □ = move over
- stat = leave as typed
- spell out = spell out

¶ Ontario has about one-tenth of the occupied farm lands in Canada. However, such farm lands cover only 8.4 percent of the province's land area. In 1961, there were 18.6 million acres of occupied

farm land. Every year the area occupied by farms decreases as lands are abandoned or urban centres spread into the surrounding country side. It is customary to divide Ontario

into 2 regions: one north and the other south of a line following the Mattawa river, Lake Nipissing and the French river. Only a small part of the agricultural land is in northern Ontario even though this part of the province for accounts 80% of the total land area.

Any one who has seen Ontario from the air will agree that forests are one of the provinces most prevalent resources. Three quarters of the land areas covered by forests. When only those stands that are accessible and commercially valuable are considered are there still 106 million acres of productive forest lands in the province.

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